



Assistant Buildings & Grounds Superintendent

Department: General Services

EEO Code: 28

Class Code: 3179

FLSA: E

Effective: 01/05/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in assisting in supervising and coordinating activities of employees engaged in maintaining and repairing physical structures and utility systems of buildings and maintaining grounds; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Directs workers engaged in painting and performing structural repairs to masonry, woodwork and furnishings of buildings and maintaining and repairing building systems, such as electrical wiring and controls, heating and ventilating systems and water distributing and plumbing systems; directs workers engaged in ground maintenance activities, such as mowing lawns, trimming hedges, removing weeds and raking and disposing of leaves and refuse; maintains inventory control system; requisitions and verifies receipt of tools, equipment and supplies; monitors expenditure reports; performs locksmithing duties; gathers data and makes special reports; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of maintenance and repair methods and procedures; of local codes and ordinances; of principles and practices of effective supervision; of horticulture.

Considerable skill in communicating effectively both orally and in writing; in planning, assigning and supervising the work of a variety of trades and semi-skilled workers; in reading plans and drawing for buildings and equipment maintained. Requires strong communication and interpersonal skills.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma and five years of experience in building and grounds maintenance including two years of experience in a supervisory capacity; or an equivalent combination of training and experience; must have valid vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
